



**Volunteer Position:** Receptionist

**Effective:** April, 2008

**Volunteer Summary:**

The Receptionist Volunteer(s) answers incoming phone calls and presents an image that is in line with that of the Rock church in person and over the phone.

**Volunteer requirements:**

1. Promptly answers incoming phone calls in a pleasant and professional manner.
2. Meets and greets visitors.
3. Answers inquiries from the general public.
4. Helps with light clerical duties including faxing, mailing, data entry, etc.

The brief list above describes the main tasks we will ask of a volunteer for this position. From time to time, however, we may need your help with other tasks.

**Qualities that we look for in our volunteers:**

Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times.

1. Pleasant personality and appearance.
2. Good communication skills.
3. Familiarity with Microsoft Office and able to navigate through our web site pages.
4. Someone who is willing and able to encourage those who call in or visit.
5. Signed acknowledgement of the Rock Church Statement of Faith.
6. Regular involvement in the Rock Church activities and events.
7. Regular attendance at the Rock Church.

**We appreciate our volunteers:**

All volunteers of the Rock Church are appreciated. We understand that life changes and sometimes, as much as you would like to continue to donate your time and energy, you must end your commitment. *We still appreciate what you do for us.* If you need to stop volunteering, please understand that you are free to stop volunteering at any time, with or without notice. If you are unable to continue volunteering, we do, however, appreciate notice to allow sufficient time for us to find another volunteer to continue the work you have been doing.

Thank you for spending the time to consider and pray about this volunteer opportunity!